



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: SRWMP-2017-04

(X) DIVISION/PROGRAM (X) DEPARTMENT (X) STATEWIDE

TITLE: Agency Services Trainee Representative SALARY: \$26,841. 51 (Non-negotiable)
OPENING DATE: January 31, 2017 CLOSING DATE: February 14, 2017
EXISTING VACANCIES: One WORKWEEK: 35 Hour Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Site Remediation and Waste Management Program
Division of Enforcement, Technical & Financial Support
Enforcement and Information Support Element
Bureau of Case Assignment & Initial Notice
401 East State Street
Trenton, NJ 08625

DESCRIPTION: Under the very close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related work as required.

SPECIFIC TO THE POSITION: Under very close supervision, performs the administrative review, data entry and evaluation of the Unregulated Heating Oil Tank (UHOT) and Child Care Unit submissions prior to the transfer of the material to those programs. In addition, the individual will be responsible for processing revenue to be sent to the Department of Treasury. This entails running daily transmittal reports for our various types of revenue and reconciling the checks with the transmittal reports.

REQUIREMENTS:

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice.

SCOPE OF ELIGIBILITY: Open to candidates who meet the above requirements

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Sarah Barrett
Site Remediation and Waste Management Program
PO Box 420; Mail Code 401-06
Trenton, NJ 08625-0420
E-mail Address: SRWMP.Resumes@dep.nj.gov
Fax Number (609)777-1914

POSTING AUTHORIZED BY: Lori Worth, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer